

Commonwealth of Virginia  
Department of Professional and Occupational Regulation  
Post Office Box 11066  
Richmond, Virginia 23230-1066  
(804) 367-8511



**Board for Contractors  
ADDITIONAL QUALIFIED INDIVIDUAL EXPERIENCE REFERENCE FORM**

All applicants are required to declare one Qualified Individual for each license classification and/or specialty designation who (1) has the technical experience in the selected classification or specialty designation; (2) possesses the minimum number of years of experience required for the type of license requested (i.e., 2 years for Class C License, 3 years for Class B License, and 5 years for Class A License); and (3) *when required*, has passed a board-approved trade examination.

1. Business/Sole Proprietor's Name \_\_\_\_\_
2. Trade or "Fictitious" Name \_\_\_\_\_
3. Federal Employer Identification Number 

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*Sole Proprietor's* Social Security No. \* 

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4. Street Address (PO Box not accepted) \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_
5. Qualified Individual's Full Legal Name \_\_\_\_\_
6. Qualified Individual's Social Security No. \* 

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7. Qualified Individual's 3-letter license/specialty classification code \_\_\_\_\_

Refer to #15 on page 3 of the **LICENSE APPLICATION** for a complete list of codes.

8. Does the Qualified Individual listed in #5 have the number of years of experience required for a Class A, B or C License in their license classification(s) and/or specialty designation(s)?

Yes ☐

No ☐ **IF NO, THIS APPLICATION CANNOT BE PROCESSED.**

9. Three references that will attest to the Qualified Individual's satisfactory completion of contracting work in their license classification and/or specialty designation.

Name	Street Address, City, State, Zip Code	Telephone Number
		(    )    -
		(    )    -
		(    )    -

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.